

NGB FORM 62E INSTRUCTIONS

1. GENERAL RULES: Current version of the 62E can be found at <http://www.ngbpdc.ngb.army.mil/forms.htm>. All forms must have full original signatures on each document. Completed packets must also have the required number of copies IAW current checklist. All items will have a response - **even if the response is not applicable (NA) as discussed below.**

2. NGB FORM 62E: The 62E is the Application for Federal Recognition as an Army National Guard Officer or Warrant Officer of the Army in the Army National Guard of the United States.

The following are highlighted portions of the 62E where most errors/questions arise:

- a. Date the 62E when forwarded to Battalion or MACOM.
- b. Applicants should respond to all questions. Enter “NA” when appropriate instead of leaving an item blank.
- c. “YES” answers to section II, numbers 14,15 or 16 will require an approved civil conviction waiver request through the Officer Branch to NGB (and back) before even sending the NGB 62E and documents to Officer Branch for processing.
- d. Page #3, section IV (top section), is for **ACTIVE DUTY TIME ONLY**, regardless of component or active duty status except annual training (AT). Applicant needs to provide documentation for all entries, i.e., DD Form 214, DA Form 1059, ADSW orders, etc. The response for “Duty” refers to the MOS or AOC (officers), not IRR, AD, etc.
- e. Page #3, section IV (middle section), is for **ALL** Reserve Component time regardless of component or status. Applicant needs to provide documentation for all entries.
- f. Page #3, section IV (bottom section), all new appointments must include the following statement regarding MSO: **“I the undersigned acknowledge that upon initial appointment as an officer in the Army National Guard I am required to remain in an active status in the ARNG for the remainder of my original statutory obligation or two years, whichever is later, beginning with the effective date of my state appointment orders.”**
- g. Utilize DD Form 214s or NGB Form 22s and other prior service records to **accurately** account for all periods of service. **Do not overlap Active Duty and Reserve time.**
- h. **It is important that the NGB Form 62E be accurately completed and that it corresponds to all prior service records submitted. School dates and prior service time must reflect the same periods of time. Incomplete or incorrect entries can cause future pay issues and promotion delays.**
- i. **ALL** applicants entering the Army National Guard (ARNG) are required to submit an NGB Form 62E. The **ONLY** exception is Interstate Transfers (IST) who are already members of the National Guard.
- j. **ALL questions on the NGB FORM 62E require a response.** Type all information on

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this form, enter Not Applicable (N/A) where appropriate, and insure the applicant signs **FULL SIGNATURE (FIRST, MIDDLE, AND LAST NAME. NO ABBREVIATIONS.**

k. Fill out in **triplicate** (unless specified otherwise). **ALL COPIES MUST HAVE THE ORIGINAL SIGNATURES OF THE APPLICANT, BATTALION, AND MACOM COMMANDERS.**

3. SPECIFIC INSTRUCTIONS:

PAGE 1

(1) “From”: Enter the last name, first name, middle name, Social Security Number and Date when forwarded to Battalion or MACOM.

(2) “Thru”: Enter the full name of the respective state, **NO ABBREVIATIONS.**

SECTION I

(3) Item 1: Enter appropriate paragraph and subparagraph from NGR 600-100, 2-10 or NGR 600-101, 9-2 as applicable.

(4) Item 1a: Enter the grade (ex. O3) for which the applicant is eligible and the branch, using the correct two-letter abbreviation for the branch followed by the full name, followed by the AOC/MOS (for officer/warrant officer, as appropriate) in parenthesis (i. e., IN/Infantry (11A)). If the branch is too long to fit in the space provided, enter only the two-letter branch abbreviation followed by the AOC/MOS for which the applicant is applying (i. e., IN (11A)).

(5) Item 1b: Enter the same response as 1a for this question.

(6) Item 1c: This entry is NA and NA.

SECTION II

(7) Item 1: Self-explanatory.

(8) Item 2: Date of birth is self-explanatory. Enter the place of birth to include city, county (or Parish), and state.

(9) Item 3: Self-explanatory.

(10) Item 4: Enter “birth” or “naturalization”. If applicant is a naturalized citizen, a DA Form 5252-R must be completed and enclosed under birth certificate on the checklist.

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(11) Item 5: Ensure number **and relationship** of dependents is entered (i.e. 4 - 1 wife, 1 daughter, 2 sons).

(12) Item 6 & 7: Self-explanatory.

(13) Item 8: Enter present occupation and years of experience with the **NAME** and address of the employer.

(14) Item 9: Enter past occupation and years.

(15) Item 10: Enter membership in professional societies, this includes fraternities, sororities. **DO NOT ABBREVIATE.**

(16) Item 11: Self-explanatory.

(17) Item 12: Enter “yes” or “no”. If **yes**, complete second part of question (i. e. yes; 2LT, IN, USAR Control Group (Reinf), St Louis, MO, no rating) (for IRR). For unit: 2LT, IN, OHARNG, HQ, STARC, Cleveland, OH, no rating). If **no**, enter “NA”.

(18) Item 13: Enter “yes” or “no”. If **yes**, applicant will enter the **detailed** information requested. If answer is too long, continue in REMARKS on page 3 or on an attached sheet of paper. If an additional sheet of paper is used, indicate in item 13 that explanation is attached. If **no**, enter “NA”.

(19) Item 14 through 17: Enter “yes” or “no” to each question. **Any yes** answers, the applicant will enter the details in paragraph 2u or on an attached sheet of paper. If an additional sheet of paper is used, indicate after the appropriate question that explanation is attached. If **no**, enter “NA”. **NOTE: Any “yes” answer in any section will require a waiver(s) before submitting the application.**

SECTION III

(20) Item 1 & 2: Enter all civilian schools attended. **BEGIN WITH HIGH SCHOOL** or equivalent and continue through the last school attended. If currently attending college, enter information as indicated, **except** under “graduated yes or no”, enter PRESENT and leave year blank.

(21) Item 3: Enter all military service schools attended. This includes BCT, AIT, ABN, Officer Basic, etc. These schools are documented with DD Form 214s or Academic Evaluation Reports (AERs)(DA Form 1059). Non-Prior Service (NPS) applicants enter “NA”. Use continuation sheets if necessary and indicate as such on 62E.

(22) Item 4: Enter all military correspondence courses. Examples of Army Extension Course would be: Officer Basic Course (OBC) and Primary Leadership and Development Course (PLDC0). Example: OAC(AMEDD), Phase I & II, yes, 15 Jan 97. Non-Prior Service (NPS) enter “NA”.

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SECTION IV

(23) Enter **ALL** periods of Active Duty (AD) time **ONLY** in top section, regardless of component, provided applicant has documentation (this includes ADSW time); i. e., DD Form 214, DA Form 1059, etc. **DO NOT ENTER ANNUAL TRAINING (AT) PERIODS.** Enter **ALL** Reserve Component time in middle section, regardless of component or status. Examples of Reserve Component time are Individual Ready Reserve (IRR), Individual Mobilization Augmentation (IMA), Reserve Officer Training Course (ROTC), ARNG time (active and inactive), USAR, USNR, USMCR, USAFR, etc. **ALL entries in both areas must have supporting documentation.** Non-prior service (NPS) applicants enter a single “NA” in the first upper left block of each item.

(24) Enter any excess or additional information from any question. If there is no additional information enter “NA”. Enter SGLI selection, withholding selection (i. e., \$250,000/WE: S0). Also, if married female applicant, enter her maiden name (i. e., maiden name: Jones). If any aliases, enter them. All new appointments must include the following statement regarding MSO: **“I the undersigned acknowledge that upon initial appointment as an officer in the Army National Guard I am required to remain in an active status in the ARNG for the remainder of my original statutory obligation or two years, whichever is later, beginning with the effective date of my state appointment orders.”**

(25) Signature: The applicant must sign his/her **full signature (first, middle, and last)**. Suffixes may be abbreviated, i. e., Jr., Sr., etc.

k. NGB FORM 62E ENDORSEMENTS:

(1) All initial appointments, re-appointments, and graduation applications require all five endorsements. The exception is IRR and USAR transfers (IST transfers do not require an NGB Form 62E). These transfers only need endorsements 1, 2, and 5 completed. Type the complete signature block of **each** officer signing each endorsement on the line provided. (For example: Gee I. Joe, COL, IN, GAARNG, Commanding)

(2) The 1st and 2nd Endorsements: These are completed at the unit or higher headquarters level. Generally speaking, the two highest command levels, before getting to state level, complete these endorsements. **REMEMBER TO TYPE “YES” ON THE LINE AFTER “APPROVAL RECOMMENDED”.** ALL NGB Form 62E’s will have the 1st and 2d endorsements completed.

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EXAMPLE:

1ST endorsement units:

(Company) Co C, 536th Fwd Spt Bn (UIC), PO Box 5218, Austin, Texas 78763
(Battalion) HQ DISCOM, PO Box 5218, Austin, Texas 78763

2d endorsement units:

(MACOM) HQ, 49th Armor Division, PO Box 5218, Austin, Texas 78763
(Officer Management Team-STATE) TAG, ATTN: DCS-PA-OMT, 5019 GA
Hwy 42 S, Ellenwood, GA 30294

(3) The next entry required is “His/Her appointment is desired to fill the position of”. Information should include the applicant’s duty position title, grade, AOC, paragraph and line number, unit identification code (UIC), and name of unit. If the duty position is an ADDITIONAL TDA position, identify the position as an “Additional TDA” position in HQ, STARC, followed by the same information as MTOE/TDA endorsements. An example is: Chemical Officer, (1LT)(74A) Para 101, line 03, (413)(WQBLAA), Co C, 536th Fwd Spt Bn, Austin, TX.

(4) The next entry is “Vice”: Examples: original vacancy, vacant, Additional TDA, and Overstrength. Overstrength in this entry needs to place the last name of the primary holder of the slot (i. e., Overstrength, Jones).

(5) The 3d endorsement. Your State Military Personnel Office (MILPO) completes this. The 3d endorsement shows your MILPO has reviewed the application and finds the application is ready to send to the Senior Army Advisor’s (SRAA) office.

(6) The 4th endorsement. This is completed by your SRAA’s office. The SRAA convenes the Federal Recognition Board (FRB) to determine the applicant’s eligibility as an officer. **REMEMBER:** The FRB determines the applicant’s general qualifications to be an officer. The FRB also determines branch change requests for qualification to make this change. If the applicant is “selected” by the FRB for appointment, the FRB will issue a Temporary Federal Recognition (TFR) appointing the applicant into the National Guard. The President of the FRB will sign the 4th endorsement.

(7) The 5th endorsement. This is completed by your MILPO, after state orders are cut. The FRB documents, Oath of Office (NGB Form 337), State orders, and the completed NGB Form 62E are forwarded to Chief, NGB, ATTN: NGB-ARP-CO to be processed for Permanent Federal Recognition (PFR) orders. All endorsements must be filled out IAW NGR 600-100 or NGR 600-101, as appropriate.